

Emergency  
Medical Services  
Authority

# EMPLOYMENT OPPORTUNITY

1. RPA # <b>RPA 007-EMSA</b>
ANALYST'S INITIALS
DATE

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Investigator Assistant</b>	3. POSITION NUMBER 312-900-8554-001	4. TENURE <b>PERMANENT</b>	5. TIME BASE <b>Full Time</b>	6. CBID R07
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>SACRAMENTO</b>			13. MONTHLY SALARY <b>\$2658.00</b> <b>TO</b> <b>\$3021.00</b>
8. SEND APPLICATION TO: <b>Karen DeGuire</b> EMS Authority <b>1930 9<sup>th</sup> Street</b> <b>Sacramento, CA 95814</b>	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am - 5 pm - Flexible</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 322-4336</b>			
	12. CALNET NUMBER <b>(8)</b>			14. FILE BY <b>Until Filled</b>

**YOU MUST BE REACHABLE ON A STATE HIRING LIST OR ELIGIBLE FOR TRANSFER OR LATERAL ASSIGNMENT.**  
Please indicate the basis of your eligibility in Section 12 of your application  
(STD 678). Only the most qualified may be interviewed

## ESSENTIAL FUNCTIONS

In order to ensure due process and effectively conduct investigations, all work is to be based on research and interpretation in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures and using a PC with Outlook, Microsoft Word, Excel, License 2000, and other appropriate software, and using a telephone.

Assists the Investigative staff in investigating, analyzing, and evaluating cases, as assigned, to their completion; by conducting legal research, field investigation, interviews, and surveillance as necessary.

Assists the Investigative staff in interviewing respondents and witnesses; prepares interview summaries, case summaries, and other investigative reports; obtains and maintains relevant evidence; and analyzes medical records and case evidence in order to make recommendations for case disposition. Maintains contact with legal counsel in order to assess the status of cases submitted for disciplinary action. Testifies in court proceedings as necessary. Travel is extensive throughout the State for investigative and hearing purposes.

Assists the Supervising Investigative staff in monitoring the probationary period of EMT-Paramedics either alone or in conjunction with a local EMS agency to ensure compliance with the terms and conditions of probation. Completes special reports on a variety of investigative subjects for Supervising Special Investigator I as requested. Maintains caseload data for weekly reports to management.

Assists in the development of recommendations to management for disciplinary actions and case preparation submitted for review and action by the EMS Authority's legal counsel by gathering information, records and documents.

## MARGINAL FUNCTIONS

Assists the Investigative staff in developing, revising, and implementing unit procedures. Provides technical assistance, verbally and in writing, to local government agencies and officials and public and private EMS providers regarding EMT-P regulations, investigations, and enforcement. Makes copies of documents or records, and responds to requests for records.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure and legal rights of citizens; service of legal process.

**Ability to:** Interpret and apply laws and regulations to specific situations; gather and analyze facts; reason logically, draw valid conclusions and make appropriate recommendations; follow oral and written instructions; participate effectively in investigations and interviews; speak effectively and write in clear concise form; establish and maintain effective working relationships.

## **DESIRABLE QUALIFICATIONS**

- Prior investigative and courtroom experience
- Excellent interpersonal communication and organizational skills
- Strong writing, analytical, and research skills
- Ability to act with flexibility and tact under stressful circumstances
- Knowledge and/or experience in emergency medical services or a health/medical background
- Extensive knowledge and use of Microsoft Word, Outlook, and Excel
- POST Certification

## **INTERPERSONAL SKILLS**

- Work well as a team and independently
- Build good working relationships with constituents

## **WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, business dress for a professional office.
- Ability to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to manage time and resources effectively, and maintain confidentiality.
- Willingness to travel and work irregular and unusual hours as required.
- Must possess a valid California Driver's License.